



MYUSDA

**USDA's National Service Day
Linking our Employees to Service**

USDA Employee: _____

Supervisor Name: _____

Title: _____

Agency: _____

Email Address: _____

Phone: _____ **Fax:** _____

This certifies that the employee listed above has been given 4 hours Administrative leave to participate in the USDA National Service Day celebrating Martin Luther King's Birthday.

Approved by: _____ **Date:** _____

This verifies that _____ provided service for the organization listed below. Please return this section to the employee's supervisor when the service is completed.

Organization: _____

Contact Person: _____ **Title:** _____

Organization's Address: _____ **State:** _____ **Zip:** _____

Email Address: _____

Phone: _____ **Fax:** _____

Date service was completed: _____ **Hours completed:** _____

Authorized Signature: _____ **Date:** _____

Thanks for your service!